



**POLYSOMNOGRAPHY PROFESSIONAL STANDARDS
COMMITTEE
Regular Board**

Meeting May 9, 2023

MINUTES

A meeting of the **Tennessee Polysomnography Professional Standards Committee** was called to order at 9:05 a.m. in the Iris Room, Ground Floor, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243 by Dr. Roxanne Valentino, Committee Chairperson.

Members Present: Rozanne Valentino, MD
 Jim O. Donaldson, RPSGT
 Charity Worrick, RPSGT
 James McGuirk, MD

Absent Members: Mark Spiceland, RPSGT
 Roy Shedd, RPSGT

Staff Present: Stacy Tarr, Executive Director
 Justin Harleman, Advisory Attorney
 Brandi Allocco, Administrative Director
 Yvette Williams, Administrative Director
 R. Brock Mann, Administrator

Dr. Valentino called the meeting to order at 9:05 am and conducted a roll call of members present. Dr. Valentino welcomed Dr. McGuirk as a new member to the Committee.

Consideration of Applications

Tasha Walker- Ms. Tasha Walker was not present due to a scheduling issue. She was an applicant for a full Polysomnography license. Dr. Valentino began a discussion of the application to determine if the application could be approved without Ms. Walker being present or if she would need to attend the next meeting for approval. Ms. Walker was trying to qualify under the grandfather clause as her educational history did not meet current requirements for licensure. Dr. Valentino indicated that the grandfather clause stated an applicant needed to be engaged in the practice of polysomnography on July 1, 2007 to be eligible for grandfathering. Ms. Walker had worked in the field prior to and after that date but had a gap in her employment on that exact date. Dr. Valentino expressed her thought the intention of the statute would be to grandfather applicants working “on or before” that date, but the statute was written with only the word “on.” Mr. Donaldson made a motion to approve the application based on Ms. Walker working in the field before July 1, 2007. Ms. Worrick seconded the motion and the motion passed.

Ms. Tarr informed the Board that a Policy Statement regarding this topic would be helpful going forward by allowing similar applications to be processed without a full Committee interview. Mr. Harleman, the Committee’s advisory attorney, stated he would work with Administrative Staff to prepare a draft of the policy for the Committee to vote on at the next meeting.

Approval of Minutes

Mr. Donaldson made a motion to approve the meeting minutes from February 7, 2023 and Ms. Worrick seconded. The motion passed.

Ratify New/Reinstated Licenses and Renewals

Ms. Tarr explained these were license applications that were processed in the administrative office and then reviewed and approved by both the Medical Consultant and the Committee Member Consultant. These applicants were issued a go to work letter and would receive their certificates once this Committee and then the Board of Medical Examiners ratified the licenses. Dr. Valentino made a motion to approve the new/reinstated licenses and renewals. Mr. Donaldson seconded the motion and the motion passed.

Discussion on Sending Staff to the FARB and CLEAR Conferences

Mr. Harleman made a proposal to the Committee to approve funds for sending staff to one or both of two conferences related to regulatory boards and enforcement. The two conferences are the Federation of Associations of Regulatory Boards and the Council on Licensure Enforcement and Regulation. FARB is designed mostly for Board Attorneys covering topics related to administrative law and representing regulatory boards. The CLEAR conference is geared toward regulatory administration and governance, compliance, discipline, and enforcement. CLEAR includes content relative to administrative staff and Committee Members. Mr. Harleman proposed the Committee approve sending three people to each conference, a member of administrative staff, an attorney, and a member of the committee. Dr. Valentino suggested they Committee wait until hearing their departmental report from the financial office before discussion of the conferences.

Reports from the Office of Investigations and Disciplinary Coordinator

Ms. Barbara Granum, Intake Coordinator with the Office of Investigations, reported there was one open complaint and no closed complaints to date for the year 2023. The open complaint was regarding a lapsed license. Upon there being no questions, Ms. Granum concluded her report.

Financial Report

A representative from the fiscal office was not present to present the report, however the mid-year report for fiscal year 2023 was available for the Committee members' review. Ms. Tarr explained the total projected expenditures were \$48,215. Total projected Committee revenue was \$35,448.00. This resulted in a projected loss of \$12767.34 for fiscal year 2023. The Cumulative carry over balance was \$51,698.51.

Manager's Report

Ms. Tarr reported between February 1, 2023 and April 30, 2023, 15 technologist, 10 temporary, 0 trainee/student and 0 reinstatement applications were received in the administrative office.

Total New Licenses Issued

Technologist (Full)	5
Technicians (Temporary)	11
Trainee	0
Number of Renewals	52
Online Renewals	49

Percentage of renewals on-line 94%

The total number of active licensees as of April 30, 2023 were 474. The total number of temporary permits were 21. Ms. Tarr reported the total number of new licenses per year for the last 5 years was increasing slightly.

Office of General Counsel

Mr. Harleman stated there are currently no open cases.

Mr. Harleman reported that the rule change allowing an expired license to be reinstated would take place June 14, 2023. Previously these applicants were required to apply as a new licensee. When signed, this bill would take effect July 1, 2023.

Mr. Harleman also informed the Committee that Senate bill 0468 was awaiting signature by the Governor and would allow applicants who completed an accredited ASTEP program to qualify for license.

Mr. Harleman gave the disciplinary report. Four licensees are under reprimand and the outstanding fees were \$7,204.12. No licensees were on probation, suspension, or revoked.

Having received the departmental reports, Dr. Valentino asked the Committee for their thoughts on the FARB and CLEAR conferences. Mr. Donaldson asked what other Boards of similar size have done regarding funding attendance for these conferences. Ms. Tarr provided examples of other Boards that generally sent staff or members to conferences she also explained the Committee could vote to send a certain number of people, but depending on staff sent by other Boards, the Board may not be responsible for the cost of each person. Dr. Valentino made a motion approve an attorney to attend FARB and 3 attendees to CLEAR. Ms. Worrick seconded and the motion passed.

Approval of Agreed Citations

McKenzie Topper was issued an agreed citation for lapsed license practice. Ms. Topper's license lapsed on December 10, 2022 and she continues to practice until January 25, 2023. Ms. Topper paid a civil penalty of \$100 per the Committee's lapsed license policy and is now in good standing. Mr. Donaldson made a motion to ratify the agreed citation. Ms. Worrick seconded, and the motion passed.

Public Comment

No members of the Public were present with comments for the Committee

Schedule of Upcoming Meetings

Ms. Tarr Announced the next meeting would take place August 29.

There being no other Committee business, the meeting was adjourned at 9:49 a.m.